

GUIDELINES TO DETERMINE CHARGEABLE FISCAL YEAR

Type of Purchase	When Obligated
Purchase Orders	Date of purchase order
Blanket Purchase Orders	Date services and supplies order
Gasoline Credit Cards	NFC will charge obligations to the current fiscal year when an invoice is received by October 30 th , and to the new fiscal year when invoice is received after October 30 th
Government Bills of Lading	Date GBL is signed by initial carrier
Utilities and Telephone	Date billing period of service ends
Imprest Funds	As shown on the Cashier Sub-Voucher Register (AD-661) submitted with a Reimbursement Voucher (SF-1129)
Government Transportation Requests (SF-1169)	Date travel begins. Also, obligate round trip tickets even though return travel will be after September 30 th
Travel by Privately Owned Vehicle (Mileage) – Temporary Duty Travel Only	Date travel actually performed (day-to-day basis)
Per Diem - Temporary Duty Travel Only	Date for which subsistence is claimed
Commercial Car Rental	Date travel begins
GSA Fleet Management Car Rentals	Date billing period ends
Relocation Expenses: En Route Per Diem and Mileage House Hunting Trip Temporary Quarters Shipment and Storage of Household Goods Real Estate Expenses & Relocation Services RIT Allowance Miscellaneous Expenses	For transfers, obligate in the year the travel orders are issued
Tort Claims	Date claim approved by the Office of the General Counsel
Uniform Allowance	As coded on Form AD-659
Rental Leases of Real Property (SF-2)	One-twelfth of annual rental each month
GPO Printing (AD-78)	Date of order
Security Clearances	Date of request
Contracts	Date of award
Contract for Services	Obligate one-twelfth of an annual amount each month

Type of Purchase	When Obligated
Training (SF-182)	Authorization date
GSA Self-Service Store (AD-633)	NFC will charge obligations to the current fiscal year when invoice is received by October 30 th , and to the new fiscal year when invoice is received after October 30 th
FEDSTRIP (AD-633)	Date of order
Advertising (SF-1143)	Date of order
Post Office Box Rentals	Yearly in advance for full amount
Fee Basis	Date service is performed
Indemnities	Date certificate is signed by owner
Salaries and Wages	Date service is performed
Lump Sum Leave Payments	Date on which separation occurs
GSA Reimbursable Work Authorization RWA (GSA-2957)	Date of Agency approval